

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request leave for daycare purposes. I would like to request leave starting from [start date] to [end date]. The reason for my request is [brief explanation of the situation, e.g., need to care for a sick child, attend daycare events, etc.].

I will ensure that my responsibilities are covered during my absence and will coordinate with my team to manage my workload. I appreciate your understanding regarding this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]